



E.D.E.S.A



**EAST DETROIT EDUCATIONAL
SECRETARIES ASSOCIATION**

CONTRACT

**July 1, 2015
THRU
JUNE 30, 2016**

Still in effect as of 12-01-2016 pending completion of current negotiations

AGREEMENT
between
EAST DETROIT BOARD OF EDUCATION
and the
EAST DETROIT EDUCATIONAL SECRETARIES ASSOCIATION

TABLE OF CONTENTS

Article I	Recognition	3
Article II	Definitions	4
Article III	Association and Employee Rights.....	4, 5
Article IV	Fair Employment Practices	5
Article V	Strike and Picket Information.....	5, 6
Article VI	Compensation, Overtime, Legal Holidays, Professional Growth and Training	6, 7
Article VII	Hours of Work and Employment Conditions.....	7,8, 9
Article VIII	Vacancies, Transfers, Lay-Off, Recall	9,10,11
Article IX	Attendance, Reprimand, Suspension and Discharge	11
Article X	Resignation.....	11
Article XI	Leaves of Absence.....	12, 13,14,15
Article XII	Retirement	15
Article XIII	Longevity	16
Article XIV	Insurance.....	16,17,18
Article XV	Vacations.....	18, 19
Article XVI	Negotiation Procedures and Ratification.	19-20
Article XVII	Grievances	20
Article XVIII	Grievance Procedure	21, 22
Article XIX	Miscellaneous Provisions	23
Article XX	Evaluation.....	23
Article XXI	Duration of Agreement.....	23
Schedule A	Salary Schedules	24
Schedule B	Classification and Job Descriptions	25-53
	Reevaluation process	55
Schedule C	EDESA Calendar.....	55
Schedule D	Employee Discipline Form.....	56
Schedule E	Insurance information... ..	57-68
	Signature page.....	69

AGREEMENT
between
EAST DETROIT BOARD OF EDUCATION
and the
EAST DETROIT EDUCATIONAL SECRETARIES ASSOCIATION

THIS AGREEMENT entered in this 1st day of July, **2015**, by and between the BOARD OF EDUCATION of the East Detroit Public Schools, Macomb County, Michigan, or its survivor, hereinafter called the “Employer” and the EAST DETROIT EDUCATIONAL SECRETARIES ASSOCIATION, hereinafter called “E.D.E.S.A.”

(The headings used in this Agreement and Exhibits neither add to nor subtract from the meaning, but are for reference only.)

ARTICLE I
Recognition

- A. The Employer hereby recognizes the E.D.E.S.A. as the exclusive bargaining representative as defined in Section XI of Act 379, Public Acts of 1965, for all personnel including, but not limited to secretarial and clerical duties including, but not limited to secretaries, bookkeepers, payroll, accounts payable and data processing.
- B. For the duration of this Agreement, the Employer agrees not to negotiate with any organization other than the E.D.E.S.A. representing the employee recognized in Article I, Section A.
- C. Each member of the Bargaining Unit shall be free to join or not to join the Association, and no member shall be penalized for not becoming a member of the Association.

ARTICLE II
Definitions

- A. Whenever the term “Employer” is used, it shall mean the Board of Education of the East Detroit Public School District and shall include its designee upon whom the Employer has conferred authority to act in its place and stead.
- B. Whenever the term “Association” is used, it shall mean the East Detroit Educational Secretaries Association and shall include its designee upon whom the Association has conferred authority to act in its place and stead.
- C. Whenever the term “Employee” is used, it is to include any member of the bargaining unit.
- D. Whenever the term “Superintendent” is used, it shall mean the Superintendent of Schools and shall include his designee upon whom the Superintendent has conferred authority to act in his place and stead.
- E. Whenever the term “Immediate Supervisor” is used, it shall mean the administrator of any work location or functional division or group.
- F. Whenever the term “Association Representative” is used, it shall mean the employee designated by the Association to represent an individual or group of employees.
- G. Whenever the term “work year” is used and preceded by a number, the number shall designate the approximate number of weeks in the employee’s work year.
- H. Whenever the term “day” is used it shall mean a working day unless specifically noted otherwise.
- I. The pronouns and relative words herein used are written in the masculine and singular only. Such words shall be read as if written, in the plural, feminine or neuter.

ARTICLE III
Association and Employee Rights

- A. Pursuant to Act 379 of the Public Acts of 1965, the Employer hereby agrees that every employee of the East Detroit Board of Education shall have the right to freely organize, join and support the Association for the purpose of engaging in collective bargaining or negotiations and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under color of law of the State of Michigan, the Employer undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any employee in the enjoyment of any rights conferred by said Act 379 or other laws of Michigan, or the Constitutions of Michigan and the United States, and that it will not discriminate against any employee with respect to hours, wages, or any terms or conditions of employment by reason of his membership in the Association or collective professional negotiations with the Employer, or his institutions of any grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

- B. The Employer specifically recognizes the right of its employees to appropriately invoke the assistance of the Michigan Employee Relations Commission or a mediator from such public agency.
- C. Members of the Association shall have the right to use school building facilities and equipment at all reasonable hours. No employee shall be prevented from wearing insignia, pins, or other identification of membership in the Association either on or off school premises. Established media of communications shall be made available to the Association.
- D. The Employer agrees to furnish to the Association, in response to reasonable requests from time to time, all available information concerning the allocation of funds and such other information as will assist the Association in developing intelligent, accurate, informed and constructive programs on behalf of the employees, together with information which may be necessary for the Association to process any grievance or complaint.
- E. The Association shall receive a semi-annual report (November 1 and April 1) of all employees covered under this Agreement, stating name, place of assignment, date of employment, employee classification, wages and work year.
- F. Association Business - The Association is provided each year ten (10) Association business days, which may be used by a member(s) of the Association as determined by the Association President. The Union will provide at least a twenty-four (24) hour advance notice. These days will not accrue.

ARTICLE IV
Fair Employment Practices

- A. **Discrimination** - Neither the Employer nor the E.D.E.S.A., nor their agents shall discriminate against any employee on the basis of race, creed, color, national origin, sex, marital status, age, political activities, religion, height, weight, or past participation in the activities of any employee organization.
- B. **Outside Activities** - No religious or political activity of an employee, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the employment of such employee. The private, personal life of an employee is not within the appropriate concern or attention of the employer except as it might adversely reflect upon the employer.

ARTICLE V
Strike and Picket Prohibition

- A. **Participation** - It is agreed that during the term of this Agreement there shall be no strikes. "Strike" shall mean the concerted failure to report for duty, the willful absence from one's position, the stoppage of work, or the abstinence in whole or in part, from the full, faithful and proper performance of the duties of employment. It is further agreed that neither E.D.E.S.A. nor its agents or members shall sponsor picketing or threaten to sponsor picketing during the term of this Agreement.

- B. **Protection** - Should another organization within the School District sponsor picketing or strike, the East Detroit Educational Secretaries Association agrees to make a reasonable effort to report for work providing the Employer provides a safe and available place for performance of duties.

ARTICLE VI

Compensation, Overtime, Legal Holiday, Release Time

- A. **Wage and Classification** -The wage and classification of an employee covered by this Agreement is set forth in Schedule A and B respectively.
- B. **Work Schedule** – The work schedule shall be an eight (8) hour day and forty (40) hour week, Monday through Friday. Overtime worked in excess of eight (8) hours in any one day, or on Saturday shall be paid for at one and one-half (1½) times the regular hourly rate except that an employee shall be paid double time for working on Sundays and/or holidays. Double time on holidays and/or Sunday means that an employee shall receive his holiday pay, plus double time for all hours worked.
 1. For the purpose of this Agreement, school is not in session when, according to the official school calendar, neither students nor teachers are in full day attendance.
 2. Employee work schedules may vary due to the special needs and circumstances peculiar to buildings and/or departments. Employees are expected to report for duty within the organizational pattern of the building or department.
 3. An employee, excluding an employee continuing a regular day, required to report for overtime duty, shall be guaranteed at least two (2) hours pay at the rate of time and one-half.

WORK YEAR-2015-2016

Weeks Before Students Return	Work Year	Weeks After Students Leave
2 weeks	43	1 week
2 weeks	44	2 week
4 weeks	46	2 weeks

- C. **Holidays** - Employees within the bargaining unit shall receive a holiday with pay at the employee’s current regular rate for the holidays that fall within their regular or extended work year as indicated on the E.D.E.S.A. Calendar (Schedule C).
- D. **Professional Growth and Training** – The Employer recognizes the need for employees to receive additional training and to periodically attend training sessions, professional workshops, seminars and other programs associated with their employment responsibilities. Expenses for such mandatory training, including but not limited to registration fees, materials, equipment, travel expenses outside of the District, room and board shall be paid for by the District.

All training programs requiring release from duty must be approved in advance by the Secretary's immediate supervisor.

On occasion, opportunities will be afforded members to attend optional classes, workshops, seminars or similar programs outside of the normal workday. Registration fees and materials for such approved programs will be paid for by the District. However, if the opportunity for such training is voluntary in nature, the employee will not receive payment for overtime.

Two times each year, in-service days for all E.D.E.S.A employees will be held. The dates of these meetings will coincide with teacher professional development days. Attendance at these meetings shall be mandatory. One-half of each in-service day will be devoted to professional growth and skill development. The other half-day shall be devoted to E.D.E.S.A. business. The agenda for these days will be developed mutually between the E.D.E.S.A. and the office of the Superintendent.

Administration will allocate up to one thousand (\$1,000) dollars annually for the purpose of providing/supplementing the costs for professional workshops and training programs with prior approval. This allocation will not accrue from year-to-year.

E. Night Differential - See Schedule "A"

**ARTICLE VII
Hours of Work and Employment Conditions**

- A. Assignments** - The Employer recognizes the principle of a work week of forty (40) working hours and will establish work schedules and work assignments which can reasonably be completed within the established work week. The Employer shall not require employees regularly to work in excess of such established work week, and, when temporary workloads dictate, additional help may be necessary.
- B. Relief Periods** - Employees shall be entitled to a duty-free uninterrupted lunch period of fifty (50) minutes or a thirty (30) minute duty-free uninterrupted lunch period and two (2) ten (10) minute relief periods.
- C. Full Time** - Any Employee whose position has an annual work period of forty (40) weeks or more on a forty (40) hour week is entitled to all benefits under this Agreement. A full time employee shall not be required to assume the responsibilities of an absent employee except in short term emergencies. If a full time employee is directed by a supervisor to assume the responsibility of an absent employee in a higher classification, he shall receive the appropriate salary step on the first day of the absence until relieved of the additional responsibility.
 - 1. In the event of a long-term absence (when application to the sick bank has been made) another EDESA member within that building shall be considered for the vacant position, according to the following criteria: a) next higher classification; b) seniority, and be paid the higher rate of pay.

- D. Temporary Employees** shall not be entitled to the benefits of the sick leave policy or other considerations offered full time employees. They shall be paid at an hourly wage rate for the actual hours worked and have the approval of the Board or its designated representative.
1. Any temporary position that is found to exceed ninety (90) calendar days shall be addressed jointly with the E.D.E.S.A. and Administration. Upon mutual agreement, it will be presented to the Board of Education for consideration as a permanent position. Upon Board approval, it will be posted as a new job opening consistent with the provisions of the contract.
- E. Seniority** - Seniority shall be defined as continuous years of employment in the Bargaining Unit from the first day of employment. The effective date will be the day, month and year the employee was eligible for pay in a Bargaining Unit position.
- F. New Jobs**-Whenever a new job is placed in the unit and cannot be placed in an existing classification, the Employer will notify the E.D.E.S.A. prior to establishing a classification and structure. In the event the E.D.E.S.A. does not agree that the description and rate are proper, it will be subject to the grievance procedure.
- G. Probation** - Every hire shall be considered a probationary employee for the initial forty-five (45) calendar days of his employment. Such probationary employee shall receive a written evaluation of their performance no later than thirty (30) calendar days subsequent to the date of hire. Upon satisfactory completion of the probationary period, the employee shall be deemed to be a regular employee eligible for benefits with the seniority retroactive to the date of hire.
- H. Mileage and Meals** - An employee shall be paid the district approved rate per mile when using his car for school business. If an employee is required to be away from his building at lunch or dinnertime, the employer shall reimburse the employee for such lunch or dinner. Written requests for reimbursement shall be authorized by the immediate supervisor and sent to the Fiscal Services **Office**. Personnel may elect to receive reimbursement and a tax letter stating the exact amount of reimbursement.
- I. Copies of this Agreement** shall be provided at the Employer's expense for presentation to all employees now employed or hereafter employed by the East Detroit Board of Education. The Association will be provided with additional copies for the Association's use.
- J. Re-Hire** – An employee who voluntarily terminates employment and is re-hired shall be considered as a new employee.
- K. Special Conferences** - Special Conferences shall be arranged between the E.D.E.S.A. President or an authorized representative and the designated representatives of the Employer upon request of either party. Arrangements, including the number of representatives, for such special conferences shall be made in advance and a written agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conference may be held between the hours of 9:00 a.m. and 4:00 p.m. The E.D.E.S.A. members shall not lose time or pay for the amount of time spent in such special conferences held during working hours.

L. Physical Examinations - Present employees **may** be required to take and pass a physical examination, by a physician selected and paid for by the Board of Education, if the pattern of attendance or behavior warrants it.

M. Summer Work - Less than fifty-two (52) week employees interested in working during the summer shall notify the Administrative Services Office in writing by June 1st of their interest and availability.

Less than fifty-two (52) week employees, working during the summer, shall be paid at the Secretary Level 1 regular rate.

N. Qualification Tests – The Association will have the opportunity to meet and confer relative to the development of qualification tests used for promotion. Promotional tests that demonstrate a satisfactory level of knowledge and ability skills shall be valid for two (2) years. Upon request, the President or designee shall be allowed to review all results of candidates' testing. If the President is among the candidates, the designee will review all results.

O. Long Term Absence - Long term absence shall be defined as “when an employee makes application to the sick bank.”

P. Student Medical Issues - Members of the clerical union shall not be required to take temperatures, required to check children for head lice (unless there is a situation where no staff member stationed in the main office is capable of undertaking the check is available.)

In the case of administering medication, except for in emergency situations, the administration shall attempt to exhaust all other reasonable means of administering medications with staff other than clerical union members.

ARTICLE VIII

Vacancies, Transfers, Lay-off, and Recall

A. Posting of Job Openings -Whenever any vacancy or new position in the district arises, the Employer shall publicize the same by notifying each employee within five (5) working days. The posting will include classification qualifications required, a brief description of job (to be agreed upon between administration and EDESA President or designee), wage schedule, and contemplated work year. The Employer will attempt to fill posted positions within ten (10) days from the date of vacancy.

When qualifications are met, the senior applicant for a lateral or downgrade transfer, to fill a vacancy or a newly created position, shall have the assignment.

Vacancies shall be filled on the basis of qualifications of the applicant. Present employees will be given preference over outside applicants.

Where qualifications are equivalent, the most senior qualified employee shall receive the preference. Every qualified applicant will be entitled to an interview.

B. Transfers - An employee transferring to another position or classification within the bargaining unit, shall carry all earned seniority to the new position after a forty five (45) calendar day trial. Should the employee not complete this trial period, he may return to his previous position without loss of seniority.

Lateral transfer will be limited to once every six (6) months per employee. New employees must complete six(6) months on the job before applying for transfer. This provision may be waived in an emergency situation to be discussed with the association. Each movement will be subject to a forty five (45) calendar day trial period. An evaluation will be made after thirty (30) calendar days.

The vacated position will be filled consistent with the vacancy provision of the contract if a bargaining unit member applies. If no bargaining unit member applies for the vacancy, it will not be filled until such time as the twenty (20) calendar day trial period has ended.

Administration will make a concerted effort to recruit, test and recommend to the Board an outside candidate for the vacated position during the forty five (45) calendar day trial period.

C. Lay-Off - The word "lay-off" means a reduction in the working force due to a decrease of work or lack of operating funds. In the event a lay-off is necessary, the following procedure shall be followed:

1. Members of the bargaining unit to be laid off shall be provided at least thirty (30) calendar days notice of the lay-off and the E.D.E.S.A. President shall receive a list from the Employer of the employee or employees being laid off, on the same date that the notices are issued to the employees.
2. Probationary personnel shall be laid off first.
3. In the event it becomes necessary to lay-off personnel, the employee laid off from his classification may exercise his district seniority to displace the least senior employee in their classification; the duties of which he is capable of performing as determined by management. Employees displaced under this procedure may, likewise, displace other employees in a lower classification on the same basis. However, an employee may have the option of taking a voluntary lay-off in the event they are displaced to a job, which would increase or decrease their present work year.
4. If an employee were laid off, he would be entitled to his accrued vacation. Employees will be eligible for prorated longevity the first anniversary of their lay-off.
5. While lay-off exists within the District, no person outside the bargaining unit shall perform any clerical duties normally assumed by members of the bargaining unit (co-op students, aides, substitute secretaries, federally funded employees, etc.).

D. Recall - Laid off employees shall be recalled in order of seniority (most senior first). In the event an employee has selected voluntary lay-off as provided in C 3, such employee shall be recalled only to a position with the same work year schedule as when laid off.

- E. The Employer** agrees to notify the Association President, in writing, of new hires and any change in job status of bargaining unit members.

ARTICLE IX

Attendance, Reprimand, Suspension and Discharge Procedures

The following steps will generally be adhered to for all disciplinary actions, except in unusual circumstances which may warrant deviation from this series of steps.

- 1st Warning - Verbal
- 2nd Warning - Written Reprimand
- 3rd Warning - 1 day disciplinary lay-off
- 4th Warning - 3 days disciplinary
layoff or dismissal

The district and association agree to pilot an Employee Discipline Notice Form during the 2015-2016 school year. This form can be found as Schedule D.

- A. Attendance** - The Association respects the right of the Board of Education to expect the employees to be physically fit to be on the job without numerous and/or erratic attendance patterns.
- B. Reprimanded, Suspended, Discharged** - In the event an E.D.E.S.A. employee shall be reprimanded, suspended or discharged, and the employee believes they have been unjustly dealt with, such reprimand, suspension or discharge shall constitute a case arising under the method of adjusting grievances set forth herein. However, the E.D.E.S.A. President may request a special conference prior to commencement of grievance procedures. No discharge shall be without just cause.
- C. Suspension** - The Superintendent or his representative may temporarily suspend an employee from duty without pay until a meeting with the Board of Education. In the event that the suspension is found to be unjust, the employee shall receive full compensation for all time lost and full restoration of all other rights and conditions of employment.
- D. Personnel Records** - Past personnel records of a detrimental nature, which occurred more than four (4) years in the past, will be purged from the employee's file and will not be taken into account when considering promotion, discipline and/or discharge of an employee.

ARTICLE X

Resignation

- A. Notice to Employer** - An employee desiring to resign should, whenever possible, file a letter of resignation with the Employer at least ten (10) days prior to the effective date of the resignation. An employee, who resigns, shall not forfeit his right to earned vacation time and accrued longevity earned.

ARTICLE XI
Leaves of Absence

A. Sick Leave

1. Fifty-two week employees earn thirteen (13) sick/personal days per year. Less than 52 week employees earn twelve (12) sick/personal days per year. Employee absences due to the following causes may be charged against sick leave allowance; Maternity, personal injury or illness.

Fifty-two week employees hired on or after July 1, 2011, a total of ten (10) days will be allocated following the completion of the employee's probationary period for use as sick, personal business or vacation days (Approved Purposes). 52 week employees shall receive an additional ten (10) days for vacation or personal business.

For all less than fifty-two week employees hired on or after July 1, 2011, a total of ten (10) days will be allocated following the completion of the employee's probationary period for use as sick, personal business or vacation days.

Staff shall receive three days for bereavement of family members, as currently defined in the contract.

2. New employees shall be entitled to sick leave benefits, at the end of their probationary period.
3. An employee shall be given credit for sick days at the beginning of each year (July 1). If the employee does not finish his year of employment, the used, unearned sick leave shall be deducted from the final paycheck.
4. Sick Leave Bonus will be paid the first pay period after June 30, for sick leave days accumulated, according to the following schedule:

Amount of Bonus	Days by June 30
\$ 75.00.....	36 - 71
\$150.00.....	72 - 107
\$225.00.....	108 - 149
\$300.00.....	150 or more

5. An employee shall continue to accumulate seniority while on paid sick leave.
6. Sick leave may be used to apply to illness in the immediate family, not to exceed ten (10) days per year. Immediate family shall be defined as mother, father, spouse, son, daughter or other persons in similar relationship to the family household.
7. Employees shall be given an accounting of accumulated sick leave each pay period.
8. Unused sick leave days shall be maintained in each employee's bank and when used, payment shall be equal to the current daily rate of salary.

9. An employee while on sick leave shall be deemed to be on continued employment for the purpose of computing all benefits referred to in this Agreement, except when it is specifically stated otherwise.
10. The Employer reserves the right to require reasonable proof of illness including a doctor's certificate where a pattern of sick leave use indicates abuse.
11. Substitute secretaries can be requested on first day of absence. All secretaries are required to call **AESOP** for absences whether or not a substitute secretary is needed.

B. Sick Bank

1. All members of the E.D.E.S.A. who have completed one (1) year of employment with the School District shall be entitled to participate in the sick bank.
2. Each participating member shall contribute one (1) day of his sick leave to the bank when the existing bank has been reduced below four hundred (400) days. The Board of Education shall contribute an equal number of days to the E.D.E.S.A. sick bank. Unused accumulated sick leave of any E.D.E.S.A. member leaving the system shall be donated to the bank.
3. The sick bank will not be used for any purpose except an illness or injury that requires a doctor's service.
4. Withdrawal from the sick bank shall be twenty (20) days for any one illness or injury. Once each year, on July 1, the committee will reevaluate the whole program to see if an increase in benefits can be made.
 - a. Extension may be granted upon written request to the sick bank committee along with certification by a physician.
 - b. A maximum of eighty (80) days shall be granted for any one illness or accident.
5. A member may use the sick bank only once in a twelve (12) month period for the same illness or injury, except in case of recurrence or complications of the same illness or injury. He then may use the remaining days of the original request.
 - a. A member will be eligible for the use of the sick bank on the eleventh (11th) working day that he is off work due to illness.
6. In the event of a scheduled absence, application for withdrawal from the sick bank shall be submitted to the chairperson of the Sick Bank Committee selected by the E.D.E.S.A. President prior to the first date of absence except in case of a medical emergency. The president shall bring all sick bank applications to the Executive Board for approval or disapproval.

The Board of Education reserves the right to require a second medical examination to substantiate the validity of said request for extension.

7. If an employee has exhausted his accumulated sick leave allowance, the Board of Education shall consider the merits of the employee's situation and may, on the basis of the employee's

employment and service record, advance sick leave allowance. Otherwise, absence in excess of the employee's accumulated sick allowance or, for reasons other than those hereinbefore specified, shall result in loss of pay.

C. Medical Leave

1. An employee may be granted up to one (1) year leave of absence without pay and benefits, due to personal or immediate family illness, or for other justifiable reasons. Such leave of absence shall not accumulate seniority.
2. Written application for such leave shall be made by the employee to the Board through its representatives.
3. Leave of absence as described shall be without pay from Employer.
4. An employee returning from leave of absence due to personal illness, with a physician's statement, shall be placed in the same position held when leave began. The Board reserves the right to have an employee examined by its own physician before his return to work. This shall be at the expense of the Board of Education.
5. If the leave granted is not sufficient for recovery, the employee may request a further leave of absence.
6. Maximum leave shall not exceed two (2) years.
7. An employee's leave of absence cannot be rescinded unless such employee has not adhered to the terms or conditions under which the leave was granted; i.e., an employee on leave of absence who accepts employment elsewhere.

- D. Personal Business** - A member of the bargaining unit may use their annual sick leave allowance for any reason, except outside employment. No more than three (3) consecutive days will be granted without prior approval.

Personal leave days will not be used the day preceding or following a legal school holiday without written prior approval. Legal school holidays shall be as defined in the annual school calendar.

- E. Bereavement** - A member of the bargaining unit shall be allowed three (3) days as funeral leave days not to be deducted from sick leave, for a death in the family. Family shall be defined as: mother, father, sister, brother, spouse, daughter, son, grandparent, grandchild, all in-laws in the family, or any person in loco parentis. The Employer shall consider the place of death and relationship of the deceased to the employee and may extend one or two additional funeral leave days upon written request.

Upon request of an employee, the Employer may grant leave allowance even though the person who is deceased is not within the employee's immediate family.

- F. Jury Duty** - Employees called for jury duty, or subpoenaed, shall be paid by the Employer, a sum to make up the difference between what he is paid by the court and his regular wage for the time he is required, by law, to serve, and suffer no loss of leave allowance.
- G. Military** - An employee absent from work because of service in the Military Forces, shall be considered on leave without pay, but shall be entitled to all salary increments, except sick leave allowance, as if they were not absent from work, providing they return to work within sixty (60) days after release from such Military Service. An employee shall be reinstated to the same or substantially equivalent position at the termination of Military Leave and, if no job is available, the employee with the lowest seniority shall be laid off.
- H. Educational Study** - Leaves of absence without pay may be granted upon application for the purpose of further educational study. Such leave, if granted, shall apply only to job-related educational study. Any regular salary increments occurring during such period shall be granted such employee upon his return.

ARTICLE XII
Retirement

- A. In recognition of services to the East Detroit School District, a severance payment shall be paid to the employee for each year of service in the District, provided the employee shall have been employed in the East Detroit School District for at least five (5) years, or more, and be eligible for the Michigan School Employees Retirement Fund.
 - 1. To be eligible for severance, an employee must have worked for the District a minimum of five (5) years. In the event of death while the employee is employed, severance pay shall be paid to the employee's estate or beneficiary according to the terms, conditions, and directions the employee may have designated with regard to his retirement benefits.
- B. Severance payment shall be as follows:
 - 2015-2016 \$325 per year of service
- C. This article shall not apply to employees hired on or after July 1, 2011.

ARTICLE XIII
Longevity

- A. Employees shall receive longevity allowance on the first payroll period after the employee's anniversary date of hire. Longevity pay for years of service will be made according to the following schedule:

2015-16 Schedule

1. Employees hired prior to March 1, 1991:

After 6 years	\$925.00
After 8 years	1,050.00
After 10 years	1,175.00
After 12 years	1,275.00
After 14 years	1,325.00
After 16 years	1,375.00
After 18 years	1,425.00
After 20 years	1,650.00
After 22 years	1,850.00
After 25 years	2,150.00
After 30 years	2,175.00

2. Employees hired after March 1, 1991:

After 10 years	\$1,175.00
After 12 years	1,275.00
After 14 years	1,325.00
After 16 years	1,375.00
After 18 years	1,425.00
After 20 years	1,650.00
After 22 years	1,850.00
After 25 years	2,150.00
After 30 years	2,175.00

- B. This article shall not apply to employees hired on or after July 1, 2011.

ARTICLE XIV
Insurance

A. Hospitalization - Major Medical

The Employer shall pay the premiums for hospitalization coverage for the member of E.D.E.S.A. who is head-of-household and his family, or those members not covered by a comparable hospitalization plan through their spouse. The Board shall not be required to provide hospitalization for an employee during extended periods, except when the extended leave is due to the illness of the employee. Employees shall contribute 20% of the annually-established

“illustrative rate” of the cost of health and vision benefits, as determined by the District’s insurance consultant, McGraw Wentworth. In the event legislation is passed requiring a contribution to dental insurance benefits, then there shall be a contribution made to the cost of dental benefits at the level required by such legislation. Further, in the event that a contribution to dental or any other benefit is required to qualify for “best practices” under the school appropriations budget, then there shall be contributions made at such level in order to comply with and receive the best practices funding. This agreement shall be automatically revised to accommodate the benefit contribution level required by legislation or to qualify for “best practices”.

Hospitalization insurance will be available for those who meet the above criteria and who are regularly scheduled to work forty (40) hours per week.

The Board shall provide members of E.D.E.S.A. with an optional group health plan as mandated by the Federal Health Maintenance Act of 1976. Premiums for said plan shall not exceed those prescribed above.

The selection of the carrier shall be by the Board of Education with prior consultation with the Association. The Board will offer an optional flexible benefit plan.

The Board agrees to provide the following medical insurance—**See Schedule E for coverage details.**

Option 1 No Coverage - OPT OUT
Proof of insurance elsewhere required

B. Insurance and Hospitalization

1. Optical Insurance - The Board of Education shall provide each member of E.D.E.S.A. with optical insurance equivalent to Plan V of the Co-op Optical Service/Davis Vision.
2. The Employer shall provide thirty-five thousand (\$35,000) of Term Insurance - double indemnity for each member of the E.D.E.S.A.
3. The Employer shall provide five thousand (\$5,000) paid up life insurance upon retirement, provided the employee shall have been employed in the East Detroit School District for at least ten (10) years, or more, and be eligible and have made application to the Michigan School Employees Retirement Fund. This benefit applies to employees who retire after October 1, 1993.

C. Dental Insurance

The Employer shall provide a dental insurance program. Dental insurance benefits will be the same as in previous years. Dental Benefit Year is January 1st through December 31st. **See Schedule E for details.**

D. Income Protection - In the event any member of the Association is prevented from working any or all their allotted hours due to any personally unrelated event (such as violence, fire, or disaster situation, etc.) they will be paid their regular rate of pay and assigned to another work location.

E. Worker’s Compensation - On the Job Injury - An employee who suffers injuries compensable under the Michigan Workers’ Compensation Act shall be paid the difference between his regular

wages and payment received under provisions of the Act. An employee injured on the job will be eligible for thirty (30) days prorated from the sick bank to supplement his workers' compensation. After thirty (30) days he shall use his own sick leave, prorated, to supplement the workers' compensation. After these have been exhausted he shall receive only the regular allotment as governed by the Workers' Compensation Act.

ARTICLE XV
Vacations

- A. E.D.E.S.A. members shall be eligible to receive accrued vacation benefits. These days will start accruing from date of employment. They must be used in full day increments. Members shall earn credits toward vacation with pay in accordance with the following schedule:

Vacation Schedule - 52 Week Employees

Five-sixth (5/6th) of a day per month employed. Annual credits earned in excess of one-half (1/2) day shall be considered a full day and credit less than one-half (1/2) day shall be ignored.

First year through fifth year	10 days
sixth year	11 days
seventh year	12 days
eighth year	13 days
ninth year	14 days
tenth year	15 days
eleventh year	16 days
twelfth year	17 days
thirteenth year	18 days
fourteenth year	19 days
fifteenth year	20 days
sixteenth year	21 days
seventeenth year	22 days
eighteenth year	23 days
nineteenth year	24 days
twentieth year	25 days

Credits shall be reduced one (1) day per month for a month in which a member receives pay for less than the majority of the scheduled working days in that month.

All E.D.E.S.A. employees working less than fifty-two (52) weeks hired after July 1, 1973 shall take as vacation days those days identified on the E.D.E.S.A. Calendar as vacation/break.

- B. **Unused vacation** – Fifty-two (52) week employees may carry over unused vacation not to exceed five (5) days to the next year, but they must be taken within the immediate next earned vacation period of one (1) year. Unused earned vacation days in excess of five (5) days shall be paid to the employee at the end of the vacation period in which they were earned.

C. Employees other than fifty-two (52) week employees shall take as vacation days, any full day indicated on the school calendar as days identified as vacation/break.

1. Unused vacation days in excess of these shall be paid to the employee at the end of the vacation period during which they were earned.
2. No days shall be carried over to the next year.
3. Less than fifty-two (52) week employees who have accrued fifteen (15) or more years seniority shall be given one (1) additional day to be used as vacation.

D. Pay in Lieu of: If an employee becomes totally disabled under the care of a duly licensed physician, and becomes hospitalized during his vacation, the vacation shall be rescheduled. In the event such disability continues through the year, he shall be awarded payment in lieu of vacation. In the event of death of the employee, earned vacation pay shall be payable to his estate.

E. Seniority shall govern regarding vacation time preferences providing that required operations of the school district shall not be detrimentally affected.

1. Requests shall be made in duplicate, approved by the immediate supervisor and sent to the Director of Human Resources, Administrative Services Office.
2. Vacation pay may be paid to each employee in advance of the employee's vacation if he makes three (3) weeks advance request in writing to the Administrative Services Office.

F. Retirement or Resignation - Upon resignation or retirement, an employee shall receive any unused vacation allowance at the rate of pay received by him at the time the allowance is earned, subject to provisions of Article X and XII.

ARTICLE XVI

Negotiation Procedures and Ratification

A. During negotiations, neither party shall have any control over the selection of a negotiating or bargaining representative of the other party, and each party may select its representative from within or outside the School District. The parties may mutually agree to limit the number of bargaining representatives. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the Board of Education and by a majority of the membership of E.D.E.S.A. in good standing, but the parties mutually pledge that representatives selected by each shall be clothed with all necessary power and authority to make proposals, consider proposals, and make concessions in the course of negotiations or bargaining, subject only to such ultimate ratification. If the parties fail to reach and agree, or fail to reach an agreement in any negotiations, either party may invoke the mediation machinery of the Michigan Employee Relations Commission, or take any other lawful measures it may deem appropriate except as limited by terms of this Agreement.

- B. Either party shall give written notice to the other party at least sixty (60) days prior to the expiration of this Agreement that they desire to open negotiations. The parties shall agree on a date to begin negotiations on a new Agreement.
- C. Negotiations shall be completed by the termination date of the existing Agreement unless a written extension is agreed upon by both parties.
- D. Upon completion of negotiations and the ratification of the contract by the E.D.E.S.A. membership and the Board of Education, all pay increases shall be retroactive to October 1. All retroactive pay shall be paid in a lump sum payment.

ARTICLE XVII

Grievances

- A. The primary purpose of this procedure shall be to secure at the lowest level possible, equitable solutions to the problems of the parties. Nothing contained herein shall be construed as limiting the right of any E.D.E S.A. member to discuss an alleged grievance with any appropriate member of the Administration.

Reasonable time may be allocated to the President and/or Chief Steward to conduct or properly process Association grievances or potential grievances during working hours.

- B. A “grievance” is defined to be any difference that may arise between the parties hereto as to:
 - 1. Any matter relative to pay, hours of employment and other conditions of employment.
 - 2. Any matter involving the interpretation or violation of any of the provisions of this Agreement.
 - 3. Any unilateral change or addition in policy or practice by the Board, which may affect wages, hours or other conditions of employment.
- C. If a question arises as to whether or not a particular complaint is a “grievance” as defined in this Article, the question may be considered through the grievance procedure as herein provided.
- D. The Board of Education retains and reserves all powers, rights, authority, duties and responsibilities vested in it by the laws and Constitution of the State of Michigan and the Federal Government, limited only by specific and express terms of this Agreement. The Board retains all rights not in conflict with this Agreement.

ARTICLE XVIII
Grievance Procedure

The number of days indicated at each step should be considered as maximum and every effort should be made to expedite the process. Time limits may be extended by mutual consent.

A. Procedure

1. Step One: If the employee and/or the Association has a complaint, it shall be discussed with the immediate supervisor, individually and collectively, within fourteen (14) days following knowledge by the employee or the Association of the alleged occurrence of the complaint. If the employee and/or the Association is not satisfied with the discussion, the complaint shall be reduced to writing, at which point it becomes a grievance. The grievance shall be filed with the immediate supervisor within seven (7) days of the oral discussion. A written answer to the grievance by the supervisor shall be rendered to the Association within seven (7) days.
2. Step Two: In the event the Association is not satisfied with the disposition of the grievance at Step 1, it may within fourteen (14) days, appeal, in writing, to the Superintendent. The grievance shall state the questions at issue, a statement of facts, the article(s) of the Agreement that allegedly is or are being violated and the relief sought. The Superintendent or designee, within seven (7) days from receipt of the appeal, will meet and confer with the Association President or designee on the grievance. The Superintendent, or designee, shall render a disposition in writing within seven (7) days after the conference.
3. Step Three: If the Association is not satisfied with the disposition issued in Step 2, the President of the Association or designee may, within seven (7) days after receipt of the disposition, request in writing a meeting with the Board of Education. The Board of Education shall hear the grievance within thirty (30) calendar days after receipt of the written appeal. The Board shall answer, in writing, to the President of the Association, its disposition within seven (7) days following the hearing.
4. Step Four: The Association may, within twenty-one (21) calendar days after receipt of the written reply by the Board, request arbitration by written notice to the Board. The selection of the Arbitrator and the Arbitration procedure shall be conducted in accordance with the rules and regulations of the American Arbitration Association.
 - a. The decision of the Arbitrator shall be final and binding on the parties, and the arbitrator shall be requested to issue his decision within thirty (30) calendar days after the conclusion of the testimony and argument. Fees and expenses for the arbitrator only shall be borne equally by the Board and the E.D.E.S.A. However, each party shall be responsible for expenses of its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made; providing it pays for the record and makes copies available, at cost, to the other party. The E.D.E.S.A. President will be furnished a copy of all completed grievances.
 - b. In the event the provisions relative to arbitration shall at any time be held to be contrary to law by a competent court of jurisdiction from whose final judgment or decree no appeal has been taken within the time provided for doing so, then, within ten (10) days after receipt of the written reply of the Board of Education, the E.D.E.S.A. may petition

the Michigan Employment Relations Commission to forthwith mediate the grievance pursuant to the power and authority conferred upon said Commission by the provisions of the Michigan Public Act 336, 1947, as amended.

- B. The Association and the Board may mutually agree that a particular grievance has applicability beyond the immediate situation and upon such agreement it may be presented at the appropriate step in the grievance procedure.
- C. Failure of the Employer at any step of the grievance procedure to render a disposition on a grievance within the specified time limits shall move the grievance to the next step of the grievance procedure. Failure of the grievant to process his claim within the time limit(s) specified shall be deemed to be satisfaction on the part of the grievant, with the disposition of the grievance by the Employer at any previous step.
- D. The following matters shall not be the basis of any grievance:
 - 1. Termination of services or failure to re-employ by the Board of Education of any probationary employee.
 - 2. Any complaint for which there is another remedial procedure or a form established by law or by regulation having the force of law.
 - 3. Promotions and hiring, providing the procedures established by the provisions of this contract for promoting and hiring are followed.
- E. The grievant and the Board or its designated representative(s) shall have the following rights:
 - 1. To be present at the hearing;
 - 2. To hear testimony given;
 - 3. To give testimony in his own behalf;
 - 4. To call others to give testimony in his behalf;
 - 5. To question, either personally or through counsel or his representative, any person giving testimony;
 - 6. Either the grievant or the Board of Education has the right to request a hearing be closed to the public.
- F. No decision or adjustment of a grievance shall be contrary to the provisions of this Agreement.
- G. The Vice-President of the E.D.E.S.A. may act in the event of the disability, absence, incapacity, or death of the President. A designated representative of the Employer may act in the event of the disability, absence, or incapacity of the Superintendent.
 - 1. Neither party shall submit evidence at the arbitration or mediation steps of this procedure which was not previously disclosed to the other party at any or all of the preceding steps of the grievance procedure.

ARTICLE XIX
Miscellaneous Provisions

- A. The E.D.E.S.A. shall be duly advised by the Board of fiscal, budgetary, tax or legislative problems and programs affecting the District which are proposed or under consideration, and the E.D.E.S.A. shall, whenever feasible, have the opportunity in advance to consult with the Board in any decision in such matters. The Association recognizes its responsibility to give every possible assistance to the Board in regard to fiscal, tax, legislative and other such problems, which affect the support of the school system.
- B. If any provision of this Agreement or any application of the Agreement to any employee or group of employees shall be found contrary to law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
- C. No job descriptions shall be changed or salary adjustments made on present classifications and no job shall be reclassified individually other than through the reevaluation procedure as outlined in this contract.
- D. Testing shall be done for reclassification and promotions only for qualifications that differ.
- E. When, and if, additional paid Holidays are authorized by the Board to apply throughout the Public School System to all regular employees, during the life of this Agreement, such holidays shall become a part of this Agreement.
- F. East Detroit Public Schools agrees to pay for the fingerprinting required by the State of Michigan for all E.D.E.S.A. members.
- G. A union security agreement will be adopted as proposed by the Union with an expiration date of July1, 2018. The parties expressly understand that the Employer's position is and has been that it is not waiving any right it enjoys under Section 15 of PERA, including the right to subcontract one or more non-instructional support services.

ARTICLE XX
Evaluation

See E.D.E.S.A. Clerical Employees Evaluation Plan available in the Administrative Services Office.

ARTICLE XXI
Duration of Agreement

This Agreement shall become effective on the **1st day of July 2015** and shall continue in effect until **11:59 PM the 30th day of June 2016**.

At least sixty (60) days prior to the expiration of this Agreement, the parties shall begin negotiations on a new Agreement. If an Agreement is not reached by the expiration day, the contract will be extended so long as negotiations are in progress for a new Agreement.

This contract may be re-opened for a specific item or article upon mutual consent of E.D.E.S.A. and the Boas

SCHEDULE A

	Employees Hired Prior to July 1, 2011	Employees Hired on or after July 1, 2011
Level	2015-16	2015-16
1	ADMINISTRATIVE ASSISTANT FOR:	
	Elementary Split position	
	Middle School office	
	High School Attendance	
	*Summer Work	
	\$17.21	\$14.00
2	ADMINISTRATIVE ASSISTANT FOR:	
	Middle School-Asst. Principal/ALP	
	H.S. AMMP Assistant Principal	
	H.S. Counseling/Ninth Grade Assistant Principal	
	H.S. Athletics/SLAM Assistant Principal	
	High School Bookstore/Scheduling/Pupil Accounting.	
	Alternative Education Principal	
	Elementary Principal	
	Middle School Principal	
	\$18.10	\$15.00
3	ADMINISTRATIVE ASSISTANT FOR:	
	Food Service	
	\$19.00	\$16.00
	High School Principal	
	\$19.00	\$16.00
	District Data Liaison/Pupil Accounting	
	\$19.89	\$17.00

The District Data Liaison/Pupil Accounting position and High School Principal position will be redlined at the 2014-2015 rate until the present occupants leave the positions.

SHIFT PREMIUM-additional 20 cents per hour for afternoon shift. Any shift starting at 12:01 p.m. or later on a normally scheduled shift or work day will qualify for the premium differential.

*Summer Work – See Page 9

SCHEDULE B

All positions listed below in Schedule B have a complete Job Description that has been agreed upon between the union and the district. The district reserves the right to reclassify or modify the current positions. Job description changes initiated by the district shall be discussed with the EDESA Executive Board.

Level One Administrative Assistant for:

- High School Attendance
- Elementary School Split position
- Middle School Office

Level Two Administrative Assistant for:

- High School AMMP Assistant Principal
- High School Counseling/Ninth Grade Assistant Principal
- High School Athletics/ SLAM Assistant Principal
- High School Bookstore/Scheduling/Pupil Accounting
- Alternative Education Principal
- Middle School Assistant Principal/ALP
- Middle School Principal
- Elementary School Principal

Level Three Administrative Assistant for:

- Food Service
- Pupil Accounting/District Data Liaison
- High School Principal

**JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
SECOND ADMINISTRATIVE ASSISTANT TO THE ELEMENTARY SCHOOL
PRINCIPAL**

Location: _____ and _____ Elementary Schools

Work year: Full time 43 weeks

Reports to: Elementary School Principals

Wage: Per EDESA agreement, Level one

Last revised: 2/25/2015

Essential Duties and Responsibilities:

Standard office functions*

Lunch count, bus issues, building issues

Weekly attendance and truancy reporting

State testing coordination

Kindergarten round-up at K-2 buildings

Student and staff injury or accident reports, along with first aid

Log in and out CA 60's

New registrations

Fundraisers, student photos/yearbook

Prepare awards and certificates

Textbook/workbook inventory

Hearing, Vision and Dental Screenings/Visits

Immunization records

Backup other administrative assistant if needed

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED

Relevant prior work experience

Moderate proficiency-MS Word

Moderate proficiency-MS Excel

Excellent Customer Skills

Effective oral and written communication skills

Knowledge of PowerSchool

Organizational skills

**SECOND ADMINISTRATIVE ASSISTANT TO THE ELEMENTARY
SCHOOL PRINCIPAL**

Job Requirements: (continued)

Ability to work independently
Ability to prioritize tasks
Sound judgment/common sense
Able to work with interruptions
Able to maintain confidentiality
Some bookkeeping/math skills
Accurate telephone skills
Skills testing may be required

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull, push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit the job responsibilities.

It is the policy of the East Detroit Schools that no person shall, on the basis of race, creed, color, national origin, gender, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or in any of its programs or activities.

JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT FOR MIDDLE SCHOOL OFFICE

Location: Kelly Middle School
Work year: Full time 43 weeks
Reports to: Middle School Administrators
Wage: Per EDESA agreement, Level one
Last revised: 2/13/2015

Essential Duties and Responsibilities:

Standard office functions*
Student attendance records and reports
Visitor passes to the building
Immunization reporting
Discipline records
Register new students throughout the year
Maintain sports physical records
Student ID badges, homework requests, and agendas
Student and staff injury or accident reports, along with first aid
IEP scheduling, invitations and records
Backup to other building secretaries
All things dealing with textbooks
Order and distribute school supplies to staff
Performs other related duties, including special projects, as requested by the supervisor
*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED
Relevant prior work experience
Moderate proficiency-MS Word
Moderate proficiency-MS Excel
Excellent Customer Skills
Effective oral and written communication skills
Knowledge of PowerSchool
Organizational skills
Ability to work independently
Ability to prioritize tasks

JOB DESCRIPTION-Page 2
EAST DETROIT PUBLIC SCHOOLS
**ADMINISTRATIVE ASSISTANT FOR MIDDLE
SCHOOL OFFICE**

Job Requirements: (continued)

Sound judgment/common sense
Able to work with interruptions
Able to maintain confidentiality
Some bookkeeping/math skills
Accurate telephone skills
Skills testing may be required

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull, push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit the job responsibilities.

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JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS

ADMINISTRATIVE ASSISTANT FOR HIGH SCHOOL ATTENDANCE OFFICE

Location: East Detroit High School
Work year: Full time 43 weeks
Reports to: High School Principal
Wage: Per EDESA agreement, Level one
Last revised: 2/13/2015

Essential Duties and Responsibilities:

Standard office functions*

Enter attendance calls into system

Enter suspension/attendance into system

Responsible for student ID badges and lanyards

Weekly attendance reports/truancy reporting

Immunization reports

Assist with student registration process

Responsible for postage machine and reports

Prepare and record bank deposits and fees collected

Backup to other building secretaries

Set up “robocalls” for attendance

Serves as the main contact for student check-ins and check-outs with parent phone calls

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED

Relevant prior work experience

Moderate proficiency-MS Word

Moderate proficiency-MS Excel

Excellent Customer Skills

Effective oral and written communication skills

Knowledge of PowerSchool

Organizational skills

Ability to work independently

Ability to prioritize tasks

JOB DESCRIPTION-Page 2
EAST DETROIT PUBLIC SCHOOLS

**ADMINISTRATIVE ASSISTANT FOR HIGH SCHOOL ATTENDANCE
OFFICE**

Job Requirements: (continued)

Sound judgment/common sense
Able to work with interruptions
Able to maintain confidentiality
Some bookkeeping/math skills
Accurate telephone skills
Skills testing may be required

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull, push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit the job responsibilities.

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**JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT FOR KELLY M.S. ALP**

Location: ALP Building and Kelly Middle School

Work year: Full time 43 weeks

Reports to: Middle School Administrators

Wage: Per EDESA agreement, Level Two

Last revised: 2/13/2015

Essential Duties and Responsibilities:

Standard office functions*

Enter suspension/discipline into system and follow-up with letters

All attendance, scheduling, textbooks and substitute teachers for ALP

Assistant Principal's secretary duties

Truancy reporting/Pupil accounting

Vision screening

Student and staff injury or accident reports, along with first aid

Student schedules, report cards, progress reports

District reports with PowerSchool

Backup for other middle school positions

Prepare "Robocalls"

Create building schedule including room usage, lockers, security cameras

Fund raising, student photos and yearbooks for ALP

Monthly Discipline report

ALP building keys

Student IDs

Collect all money pertaining to ALP students

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED

Some advanced training preferred

Relevant prior work experience

Moderate proficiency-MS Word

Advanced proficiency-MS Excel

Moderate Skill-AS400

Excellent Customer Skills

ADMINISTRATIVE ASSISTANT FOR KELLY MIDDLE SCHOOL ALP

Job Requirements: (continued)

Excellent oral and written communication skills
Advanced knowledge of PowerSchool
Strong organizational skills
Ability to work independently
Strong ability to prioritize tasks
Strong judgment/common sense
Able to work with interruptions
Able to maintain confidentiality
Strong bookkeeping/math skills
Excellent telephone skills
Skills testing may be required

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull, push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit the job responsibilities.

It is the policy of the East Detroit Schools that no person shall, on the basis of race, creed, color, national origin, gender, marital status, or disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or in any of its programs or activities.

JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT FOR H.S. AMMP/ASSISTANT PRINCIPAL

Location: East Detroit High School
Work year: Full time 46 weeks
Reports to: Assistant Principal
Wage: Per EDESA agreement, Level Two
Last revised: 2/13/2015

Essential Duties and Responsibilities:

Standard office functions*

Responsible for all parking permits, robocalls and field trips

Enter discipline in system for all AMMP students

Responsible for organizing parent teacher conferences

Back to school packet preparation and distribution

Handle building usage for the high school

Responsible for the Gratiot entrance marquee

Backup the other building offices

Assist with student registration process

Coordinate after school correctives and reporting

State testing letters and follow-up

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED

Some advanced training preferred

Relevant prior work experience

Moderate proficiency-MS Word

Advanced proficiency-MS Excel

Moderate Skill-AS400

Excellent Customer Skills

Excellent oral and written communication skills

Advanced knowledge of PowerSchool

Strong organizational skills

Ability to work independently

Strong ability to prioritize tasks

Strong judgment/common sense

Able to work with interruptions

ADMINISTRATIVE ASSISTANT FOR AMMP ASSISTANT PRINCIPAL

Job Requirements: (continued)

Able to maintain confidentiality
Strong bookkeeping/math skills
Excellent telephone skills
Skills testing may be required

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull, push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

This job description in no way states or implies that these are the only duties to be performed by the employee. He or she will be required to follow any other instructions and to perform any duties requested by his or her management that generally fit the job responsibilities.

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JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT FOR COUNSELING OFFICE/NINTH GR.
ASSISTANT PRINCIPAL

Location: East Detroit High School
Work year: Full time 52 weeks
Reports to: High School Assistant Principal
Wage: Per EDESA agreement, Level Two
Last revised: 2/25/2015

Essential Duties and Responsibilities:

Standard office functions*
Process transcripts/GED requests
Take registrations for new and returning students including all paperwork needed
Process money received for diplomas, transcripts and book deposits
Prepare conference room calendar
Print and distribute student schedules, report cards and progress reports
Prepare academic letter awards and the program to recognize them
Assist students sent to office and direct them to appropriate counselor
Print transcripts at end of year and file in CA's, also forward to colleges
Enter discipline for ninth grade students
File withdrawals and fill requests for their records
Print sign in/sign out forms for security personnel and counselors
Complete accident forms for students sent to office.
Annual updating and collecting of emergency manuals from staff
Address changes/residency issues
Parent and student portal requests
Backup for other building offices
Performs other related duties, including special projects, as requested by the supervisor
*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED
Some advanced training preferred
Relevant prior work experience
Moderate proficiency-MS Word
Advanced proficiency-MS Excel
Excellent Customer Skills
Excellent oral and written communication skills

JOB DESCRIPTION-Page 2
EAST DETROIT PUBLIC SCHOOLS

**ADMINISTRATIVE ASSISTANT FOR COUNSELING
OFFICE/NINTH GRADE ASS'T PRINCIPAL**

Job Requirements: (continued)

Advanced knowledge of PowerSchool
Strong organizational skills
Ability to work independently
Strong ability to prioritize tasks
Strong judgment/common sense
Able to work with interruptions
Able to maintain confidentiality
Strong bookkeeping/math skills
Excellent telephone skills
Skills testing may be required

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull, push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

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JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT FOR ATHLETICS/SLAM ASSISTANT
PRINCIPAL

Location: East Detroit High School
Work year: Full time 46 weeks
Reports to: Assistant Principal/Athletic Director
Wage: Per EDESA agreement, Level Two
Last revised: 2/13/2015

Essential Duties and Responsibilities:

Standard office functions*

Process all discipline from Assistant Principal

Process gate receipts and bookkeeping for athletics

Handles all district athletics, i.e. H.S., Middle School and Kellwood

Ordering for athletic supplies and uniforms

Responsible for updating Nine Mile Marquee

Manage transportation for all athletic events

Sports officials assignments, payments and recordkeeping

Process security payroll

Team rosters, eligibility lists, sports' physicals

Coach packets, schedules for all three sports seasons, athletic awards

All SLAM activities, such as student of the month

Backup to other building offices

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED

Some advanced training preferred

Relevant prior work experience

Moderate proficiency-MS Word

Advanced proficiency-MS Excel

Moderate Skill-AS400

Excellent Customer Skills

Excellent oral and written communication skills

Advanced knowledge of PowerSchool

Strong organizational skills

Ability to work independently

**ADMINISTRATIVE ASSISTANT FOR ATHLETICS/SLAM
ASSISTANT PRINCIPAL**

Job Requirements: (continued)

Strong ability to prioritize tasks
Strong judgment/common sense
Able to work with interruptions
Able to maintain confidentiality
Strong bookkeeping/math skills
Excellent telephone skills
Skills testing may be required

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull,push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

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**JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT/BOOKSTORE/SCHEDULER/PUPIL
ACCOUNTING**

Location: East Detroit High School
Work year: Full time 52 weeks
Reports to: Building Principal
Wage: Per EDESA agreement, Level Two
Last revised: 2/13/2015

Essential Duties and Responsibilities:

Standard office functions*

Textbook checkout and return, including payments for lost books, barcodes and book storage

All locker issues

Pupil accounting for the high school

Backup other building offices if needed

Requisition and purchase order processing

CTE and Family/Consumer Science receipts and payments

Master Scheduling for upcoming school year with consultation with counseling

Assist with state testing student identification and reporting

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED

Some advanced training preferred

Relevant prior work experience

Moderate proficiency-MS Word

Advanced proficiency-MS Excel

Moderate Skill-AS400

Excellent Customer Skills

Excellent oral and written communication skills

Advanced knowledge of PowerSchool

Strong organizational skills

Ability to work independently

Strong ability to prioritize tasks

**ADMINISTRATIVE ASSISTANT/BOOKSTORE/SCHEDULER/PUPIL
ACCOUNTING**

Job Requirements: (continued)

Strong judgment/common sense
Able to work with interruptions
Able to maintain confidentiality
Strong bookkeeping/math skills
Excellent telephone skills
Skills testing may be required

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull, push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

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JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT FOR KELLWOOD ALT. ED. CENTER

Location: Kellwood Center
Work year: Full time 44 weeks
Reports to: Building Principal
Wage: Per EDESA agreement, Level Two
Last revised: 2/13/2015

Essential Duties and Responsibilities:

Standard office functions*
Track AESOP substitute daily needs, find subs when needed
Maintain, receive, forward and be responsible for all transcripts
Attendance reporting and pupil accounting
Discipline reporting
Immunization reporting
Student registration throughout the school year
Generate "Robocalls" for attendance
Maintain PowerSchool records
Log in and out CA 60's
Generate, distribute and mail progress reports and report cards
Staff and student emergency cards, accident reports and first aid
Prepare and plan graduation
Retrieve GED, Adult Education and Kellwood transcripts
All purchase orders, AS400 responsibilities
Performs other related duties, including special projects, as requested by the supervisor
*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED
Some advanced training preferred
Relevant prior work experience
Moderate proficiency-MS Word
Advanced proficiency-MS Excel
Moderate Skill-AS400
Excellent Customer Skills
Excellent oral and written communication skills
Advanced knowledge of PowerSchool

JOB DESCRIPTION-Page 2
EAST DETROIT PUBLIC SCHOOLS
**ADMINISTRATIVE ASSISTANT FOR KELLWOOD
ALT. ED. CENTER**

Job Requirements: (continued)

- Strong organizational skills
- Ability to work independently
- Strong ability to prioritize tasks
- Strong judgment/common sense
- Able to work with interruptions
- Able to maintain confidentiality
- Strong bookkeeping/math skills
- Excellent telephone skills
- Skills testing may be required

Physical Demands:

- Ability to move about the office and building
- Ability to work at a desk for long periods of time
- Ability to use a keyboard, telephone, and basic office machines
- Ability to pull, push, reach, and/or bend in the use of office equipment
- Ability to lift/carry up to 20 pounds

Work Environment:

- Indoor office, with occasion to be out in school building or district
- Noise from student passing times or office equipment
- Dealings with students, parents and staff

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JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT TO THE ELEMENTARY SCHOOL PRINCIPAL

Location: _____ Elementary School

Work year: Full time 43 weeks

Reports to: Elementary School Principal

Wage: Per EDESA agreement, Level two

Last revised: 2/25/2015

Essential Duties and Responsibilities:

Standard office functions*

Track AESOP substitute daily needs, find subs when needed

Bus issues, building issues, class lists and report cards

All purchase orders, AS400 responsibilities, check requests and petty cash

Pupil accounting

Newsletters

Bi-weekly payroll and bank deposits

Kindergarten round-up at K-2 buildings

Student and staff injury or accident reports, along with first aid

Log in and out CA 60's

New registrations

Fundraisers, student photos/yearbook

Discipline entry and reports

Budget responsibilities

Hearing, Vision and Dental Screenings/Visits

PESG time recording/monitoring

Backup other administrative assistant if needed

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED, Advanced training preferred

Prior relevant work experience

Advanced proficiency-MS Word

Advanced proficiency-MS Excel

Advanced skill-AS400

Excellent Customer Skills

Excellent oral and written communication skills

Advanced knowledge of PowerSchool

ADMINISTRATIVE ASSISTANT TO THE ELEMENTARY SCHOOL PRINCIPAL

Job Requirements: (continued)

Excellent organizational skills
Ability to work independently
Strong ability to prioritize tasks
Excellent judgment/common sense
Able to work with interruptions
Able to maintain confidentiality
Excellent bookkeeping/math skills
Excellent telephone skills
Skills testing may be required

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull, push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

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JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT TO THE MIDDLE SCHOOL PRINCIPAL

Location: Kelly Middle School
Work year: Full time 46 weeks
Reports to: Middle School Principal
Wage: Per EDESA agreement, Level two
Last revised: 2/25/2015

Essential Duties and Responsibilities:

Standard office functions*

All purchase orders, AS400 responsibilities, check requests, petty cash

Bi-weekly payroll and bank deposits

Track AESOP substitute daily needs, find subs when needed

Building keys

PESG time recording and reporting

Discipline entry for principal, back up for Robocalls

Parent teacher conferences set-up

Coordinates field trips

Assist with immunization records

Assist in textbook checkout and return, payments for lost books, barcodes, and storage

Open House, 5th grade orientation night and Awards Night planning

Student and staff injury or accident reports, along with first aid

Gleaners' coordination

School planners and emergency procedures

Conference Requests, new hire forms and staffing

Backup other office positions if needed

Newsletter

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED, Advanced training preferred

Prior relevant work experience

Advanced proficiency-MS Word

Advanced proficiency-MS Excel

Advanced skill-AS400

Excellent Customer Skills

Excellent oral and written communication skills

JOB DESCRIPTION-Page 2
EAST DETROIT PUBLIC SCHOOLS

ADMINISTRATIVE ASSISTANT TO THE MIDDLE SCHOOL PRINCIPAL

Job Requirements: (continued)

- Advanced knowledge of PowerSchool
- Excellent organizational skills
- Ability to work independently
- Strong ability to prioritize tasks
- Excellent judgment/common sense
- Able to work with interruptions
- Able to maintain confidentiality
- Excellent bookkeeping/math skills
- Excellent telephone skills
- Skills testing may be required

Physical Demands:

- Ability to move about the office and building
- Ability to work at a desk for long periods of time
- Ability to use a keyboard, telephone, and basic office machines
- Ability to pull, push, reach, and/or bend in the use of office equipment
- Ability to lift/carry up to 20 pounds

Work Environment:

- Indoor office, with occasion to be out in school building or district
- Noise from student passing times or office equipment
- Dealings with students, parents and staff

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JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT FOR FOOD SERVICE DEPARTMENT

Location: East Detroit Administrative Center

Work year: Full time 52 weeks

Reports to: Food Service Directors

Wage: Per EDESA agreement, Level Three

Last revised: 2/25/2015

Essential Duties and Responsibilities:

Standard office functions*

Check AESOP for absences each day and make sure there is coverage

Check for GFS orders twice a week

Keep e-mail for all Kitchen/food service issues

Greet public at Administrative Center and make sure they're routed to correct office.

Do all Food Service timesheets twice a month

Prepare PESG timesheets

Prepare invoices for all companies on weekly basis

Prepare monthly claims reports for seven kitchens that gets submitted to State

Prepare all purchase orders

Attend meetings with directors

Tracking breakfast and lunch counts daily

Copy and distribute menus to all kitchens

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED

Some advanced training preferred

Four years of relevant prior work experience

Moderate proficiency-MS Word

Advanced proficiency-MS Excel

Moderate Skill-AS400

Excellent Customer Skills

Excellent oral and written communication skills

Advanced knowledge of PowerSchool

Strong organizational skills

JOB DESCRIPTION-Page 2
EAST DETROIT PUBLIC SCHOOLS

**ADMINISTRATIVE ASSISTANT FOR FOOD SERVICE
DEPARTMENT**

Job Requirements: (continued)

- Ability to work independently
- Strong ability to prioritize tasks
- Strong judgment/common sense
- Able to work with interruptions
- Able to maintain confidentiality
- Strong bookkeeping/math skills
- Excellent telephone skills
- Skills testing may be required

Physical Demands:

- Ability to move about the office and building
- Ability to work at a desk for long periods of time
- Ability to use a keyboard, telephone, and basic office machines
- Ability to pull, push, reach, and/or bend in the use of office equipment
- Ability to lift/carry up to 20 pounds

Work Environment:

- Indoor office, with occasion to be out in school building or district
- Noise from student passing times or office equipment
- Dealings with students, parents and staff

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JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT TO THE HIGH SCHOOL PRINCIPAL

Location: East Detroit High School
Work year: Full time 52 weeks
Reports to: High School Principal
Wage: Per EDESA agreement, Level three
Last revised: 2/25/2015

Essential Duties and Responsibilities:

Standard office functions*

Track AESOP substitute daily needs, find subs when needed, missed prep time for teachers

AS400 responsibilities

Bi-weekly payroll and bank deposits

Petty cash and check requests

Open House and Awards Night planning

Building newsletters

Special Education and monthly discipline reports

Conference Requests

Building keys

Monitor long term suspensions and principal appeals

Assist with student registration processes

Building maintenance

Beginning, Middle and End of year procedures packets

Vacation forms

Conference room scheduling

Bulk Mailings

Backup other building positions if needed

Student work permits

Performs other related duties, including special projects, as requested by the supervisor

*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED, Advanced training preferred

4 years of relevant work experience

Advanced proficiency-MS Word

Advanced proficiency-MS Excel

Advanced skill-AS400

Excellent Customer Skills

JOB DESCRIPTION-Page 2
EAST DETROIT PUBLIC SCHOOLS

ADMINISTRATIVE ASSISTANT TO THE HIGH SCHOOL PRINCIPAL

Job Requirements: (continued)

- Excellent oral and written communication skills
- Advanced knowledge of PowerSchool
- Excellent organizational skills
- Ability to work independently
- Strong ability to prioritize tasks
- Excellent judgment/common sense
- Able to work with interruptions
- Able to maintain confidentiality
- Excellent bookkeeping/math skills
- Excellent telephone skills
- Skills testing may be required

Physical Demands:

- Ability to move about the office and building
- Ability to work at a desk for long periods of time
- Ability to use a keyboard, telephone, and basic office machines
- Ability to pull, push, reach, and/or bend in the use of office equipment
- Ability to lift/carry up to 20 pounds

Work Environment:

- Indoor office, with occasion to be out in school building or district
- Noise from student passing times or office equipment
- Dealings with students, parents and staff

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JOB DESCRIPTION
EAST DETROIT PUBLIC SCHOOLS
ADMINISTRATIVE ASSISTANT FOR PUPIL ACCOUNTING/ DISTRICT DATA
LIAISON

Location: East Detroit Administrative Center
Work year: Full time 52 weeks
Reports to: Executive Director of Instruction
Wage: Per EDESA agreement, Level three
Last revised: 2/26/2015

Essential Duties and Responsibilities:

Standard office functions*
Secondary Master Scheduling
Elementary scheduling
Teacher/Student data link
Graduation/dropout submission and appeals
Early childhood and days/clock hours submissions
Data requests for the district
Section 25 reporting
Summer school records
District discipline coordination
High School diploma/graduation lists/orders
District certification updates
Fall, Spring and End of Year Count
Civil Rights Data Collection
End of Year Graduation statistics and reports
Student Information Data bases
PowerSchool district liaison
Student transcript crosschecking
CTEIS submission for the High School
Student Infrastructure System (SID) End of year report
Performs other related duties, including special projects, as requested by the supervisor
*Standard office functions includes answering telephones, taking messages, customer service to parents and others who come into the school, use of copy machines and computer work stations, distributing mail, filing/recordkeeping, and the like.

Job Requirements:

High School Diploma or GED, Advanced training preferred
4 years of relevant work experience

JOB DESCRIPTION-Page 2
EAST DETROIT PUBLIC SCHOOLS

**ADMINISTRATIVE ASSISTANT FOR PUPIL ACCOUNTING/DISTRICT DATA
LIAISON**

Job Requirements: (continued)

Advanced proficiency-MS Word
Advanced proficiency-MS Excel
Advanced skill-AS400
Excellent Customer Skills
Excellent oral and written communication skills
Advanced knowledge of PowerSchool
Excellent organizational skills
Ability to work independently
Strong ability to prioritize tasks
Excellent judgment/common sense

Physical Demands:

Ability to move about the office and building
Ability to work at a desk for long periods of time
Ability to use a keyboard, telephone, and basic office machines
Ability to pull, push, reach, and/or bend in the use of office equipment
Ability to lift/carry up to 20 pounds

Work Environment:

Indoor office, with occasion to be out in school building or district
Noise from student passing times or office equipment
Dealings with students, parents and staff

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REEVALUATION

Should a member of EDESA feel that his position responsibilities have increased and/or requires additional skills he should:

1. Discuss the situation with his immediate supervisor to determine if the situation is permanent or temporary.
2. If permanent, inform the EDESA President that he is going to request a (Plante Moran questionnaire) re-evaluation.
3. Individuals requesting reevaluation should submit a letter to the Employee Services Office requesting a copy of the Reevaluation Application, with a copy of the request sent to the President of the East Detroit Educational Secretaries Association.
4. Within twenty (20) days after the form is submitted, the applicant shall be granted an interview and the petition shall be reviewed by the current Board/EDESA Negotiating Team. Five (5) days after the review, an answer shall be given to the EDESA employee.
5. Should the EDESA member's petition fail, he will be granted a conference for full explanation.
6. Requests for reevaluation shall be limited to one (1) request per two (2) year period, per individual, per classification.

**SCHEDULE C
EDESA Calendar**

2015-2016 School Year-Tentative pending final district calendar

July	3	Friday	Fourth of July-Holiday
September	4	Friday	Labor Day – Holiday
	7	Monday	Labor Day – Holiday
November	3	Tuesday	In-Service
	25	Wednesday	Thanksgiving – Comp Time (Parent Teacher Conferences, etc.)
	26	Thursday	Thanksgiving - Holiday
	27	Friday	Thanksgiving – Holiday
December	23	Wednesday	Christmas – Holiday
	24	Thursday	Christmas - Holiday
	25	Friday	Christmas – Holiday
	28	Monday	Christmas – Holiday
	29	Tuesday	Christmas - Holiday
	30	Wednesday	New Year – Holiday
January	31	Thursday	New Year – Holiday
	1	Friday	New Year - Holiday
February	18	Monday	Martin Luther King Holiday
	15	Monday	Winter Break – Holiday
March	25	Friday	Good Friday –Holiday
April	4	Monday	Spring Break - Vacation
	5	Tuesday	Spring Break - Vacation
	6	Wednesday	Spring Break – Vacation
	7	Thursday	Spring Break – Vacation
	8	Friday	Spring Break – Vacation
May	30	Monday	Memorial Day – Holiday
June	16	Thursday	In-Sevice

Vacation: Less than 52-week employees

Holiday/Break: All Employees

*Calendar to be determined each year by September 1

**Employee Discipline Notice
EDESA Schedule D**

Employee Name: _____ Date of Notice: ____/____/____
School: _____ Position: _____ Date of Hire: ____/____/____

TYPE OF VIOLATION

- Attendance Behavior Willful Damage to District Property Inappropriate Behavior
- Insubordination Violation of District Policies/Procedures Unsatisfactory Performance
- Other: _____

DESCRIPTION OF VIOLATION

Date of Incident: ____/____/____ Time: _____
Description of violation and corrective action plan

EMPLOYEE STATEMENT

- I agree with employer's statement
 I disagree with employer's description of violation for these reasons:

ACTIONS TO BE TAKEN:

- Verbal Warning Written Warning 1 Day Suspension 3 Day Suspension
 Discharge Other: _____

I have read and understand this Employee Discipline Notice:

Employee Signature
Signature

Supervisor

Union Representative Signature

SCHEDULE E

**EAST DETROIT PUBLIC SCHOOLS-
39529003**

0070065730003 - 047GC

Effective Date: 05/01/2014

The information contained herein provides a general summary of your group's health care benefits. It is not a contract. This summary may not reflect additional limitations or exclusions that apply to covered services or the most recent updates to BCBSM certificates, riders, plan modifications and/or changes that your group may be making to your coverage. For a complete description of benefits, please see the applicable Blue Cross Blue Shield of Michigan certificates and riders. You can also contact your healthcare administrator or call the customer service phone number printed on the back of your ID card if you have additional questions regarding your health care benefits.

Preauthorization for Specialty Pharmaceuticals - BCBSM will pay for FDA-approved specialty pharmaceuticals that meet BCBSM's medical policy criteria for treatment of the condition. The prescribing physician must contact BCBSM to request preauthorization of the drugs. If preauthorization is not sought, BCBSM will deny the claim and all charges will be the member's responsibility.

Specialty pharmaceuticals are biotech drugs including high cost infused, injectable, oral and other drugs\ related to specialty disease categories or other categories. BCBSM determines which specific drugs are payable. This may include medications to treat asthma, rheumatoid arthritis, multiple sclerosis, and many other disease as well as chemotherapy drugs used in the treatment of cancer, but excludes injectable insulin.

Eligibility Information

Member Eligibility Criteria

*Services from a provider for which there is no Michigan PPO network and services from an out-of-network provider in a geographic area of Michigan deemed a "low-access area" by BCBSM for that particular provider specialty are covered at the in-network benefit level. Cost-sharing may differ when you obtain covered services outside of Michigan. If you receive care from a nonparticipating provider, even when referred, you may be billed for the difference between our approved amount and the provider's charge. Subscriber's legal spouse **Dependent children**: related to you by birth, marriage, legal adoption or legal guardianship; eligible for coverage until the end of the year in which they turn age 26

Member's responsibility (deductibles, copays, coinsurance and dollar maximums)

Deductibles \$250 for one member, \$500for the family (when two or more members are covered under your contract) each calendar year

Note: Deductible may be waived for covered services performed in an in-network physician's office. \$500 for one member, \$1,000 for the family (when two or more members are covered under your contract) each calendar year

Note: Out-of-network deductible amounts also apply toward the in-network deductible.

Flat-dollar copays

- \$20 copay for office visits and office consultations
- \$20 copay for chiropractic services and osteopathic manipulative therapy
- \$250 copay for emergency room visits

Coinsurance amounts (percent copays)

Note: Coinsurance amounts apply once the deductible has been met.

- 50% of approved amount for private duty nursing care

Schedule E- continued

- 20% of approved amount for mental health care and substance abuse treatment • 20% of approved amount for most other covered services (coinsurance waived for covered services performed in an in-network physician's office)
- 50% of approved amount for private duty nursing care
- 40% of approved amount for mental health care and substance abuse treatment
- 40% of approved amount for most other covered services

Coinsurance maximums - applies to coinsurance amounts for all covered services - including mental health and substance

abuse services - but **does not** apply to deductibles, flat-dollar copays, private duty nursing care coinsurance amounts and

prescription drug cost-sharing amounts \$1,000 for one member, \$2,000 for the family (when two or more members are

covered under your contract) each calendar year \$3,000 for one member, \$6,000 for the family (when two or more members are covered under your contract) each calendar year

Note: Out-of-network coinsurance amounts also count toward the in-network coinsurance maximum.

Annual out-of-pocket maximums - applies to deductibles, copays and coinsurance amounts for all covered services -

including cost-sharing amounts for prescription drugs, if applicable \$6,350 for one member, \$12,700 for two or more

members each calendar year \$12,700 for one member, \$25,400 for two or more members each calendar year

Note: Out-of-network cost sharing amounts also count toward the in-network out-of-pocket maximum.

Lifetime dollar maximum None

Physician office services**Benefits In-Network Out-of-Network***

Health maintenance exam - includes chest x-ray, EKG, cholesterol screening and other select lab procedures 100% (no deductible or copay/coinsurance), one per member per calendar year

Note: Additional well-women visits may be allowed based on medical necessity. Not covered

Gynecological exam 100% (no deductible or copay/coinsurance), one per member per calendar year

Note: Additional well-women visits may be allowed based on medical necessity. Not covered Pap

smear screening - laboratory and pathology services 100% (no deductible or copay/coinsurance), one per member per calendar year

Not covered: Voluntary sterilizations for females 100% (no deductible or copay/coinsurance) 60% after out-of-network deductible

Prescription contraceptive devices - includes insertion and removal of an intrauterine device by a licensed physician

100% (no deductible or copay/coinsurance) 100% after out-of-network deductible

Contraceptive injections 100% (no deductible or copay/coinsurance) 60% after out-of-network deductible

Well-baby and child care visits 100% (no deductible or copay/coinsurance)

- 6 visits, birth through 12 months
- 6 visits, 13 months through 23 months
- 6 visits, 24 months through 35 months
- 2 visits, 36 months through 47 months

• Visits beyond 47 months are limited to one per member per calendar year under the health maintenance exam benefit.

Not covered Adult and childhood preventive services and immunizations as recommended by the USPSTF, ACIP, HRSA or other sources as recognized by BCBSM that are in compliance with the provisions of the Patient Protection and Affordable Care Act 100% (no deductible or copay/coinsurance)

Not covered-Fecal occult blood screening 100% (no deductible or copay/coinsurance), one per member per calendar year

Schedule E- continued

Not covered : Flexible sigmoidoscopy exam 100% (no deductible or copay/coinsurance), one per member per calendar year

Not covered

Prostate specific antigen (PSA) screening 100% (no deductible or copay/coinsurance), one per member per calendar year

Not covered: Routine mammogram and related reading 100% (no deductible or copay/coinsurance)

Note: Subsequent medically necessary mammograms performed during the same calendar year are subject to

your deductible and coinsurance. 60% after out-of-network deductible

Note: Out-of-network readings and interpretations are payable only when the screening mammogram itself is performed by an in-network provider. One per member per calendar year. Colonoscopy - routine or medically necessary 100% (no deductible or copay/coinsurance) for the first billed colonoscopy

Note: Subsequent colonoscopies performed 60% after out-of-network deductible during the same calendar year are subject to your deductible and coinsurance. One per member per calendar year

Physician office services

Benefits In-Network Out-of-Network*

Office visits - must be medically necessary \$20 copay per office visit 60% after out-of-network deductible

Outpatient and home medical care visits - must be medically necessary 80% after in-network deductible

60% after out-of-network deductible

Office consultations - must be medically necessary \$20 copay per office visit 60% after out-of-network deductible

Urgent care visits - must be medically necessary \$20 copay per office visit 60% after out-of-network deductible

Emergency medical care

Benefits In-Network Out-of-Network*

Hospital emergency room \$250 copay per visit (copay waived if admitted or for an accidental injury) \$250 copay per visit (copay waived if admitted or for an accidental injury)

Ambulance services - must be medically necessary 80% after in-network deductible 80% after in-network deductible

Diagnostic services

Benefits In-Network/Out-of-Network* Laboratory and pathology services 80% after in-network deductible 60% after out-of-network deductible. Diagnostic tests and x-rays 80% after in-network deductible 60% after out-of-network deductible Therapeutic radiology 80% after in-network deductible 60% after out-of-network deductible

Maternity services provided by a physician

Benefits In-Network Out-of-Network*

Prenatal care visits 100% (no deductible or copay/coinsurance) 60% after out-of-network deductible

Postnatal care visits 100% (no deductible or copay/coinsurance) 60% after out-of-network deductible

Delivery and nursery care 80% after in-network deductible 60% after out-of-network deductible

Hospital care

Benefits In-Network Out-of-Network*

Semiprivate room, inpatient physician care, general nursing care, hospital services and supplies

Note: Nonemergency services must be rendered in a **participating** hospital. 80% after in-network deductible

60% after out-of-network deductible Unlimited day Inpatient consultations 80% after in-network deductible

60% after out-of-network deductible

Chemotherapy 80% after in-network deductible 60% after out-of-network deductible

Schedule E-continued

Alternatives to hospital care

Benefits In-Network Out-of-Network*

Skilled nursing care - must be in a **participating** skilled nursing facility 80% after in-network deductible 80% after in-network

Deductible . Limited to a maximum of 120 days per member per calendar year

Hospice care 100% (no deductible or copay/coinsurance) 100% (no deductible or copay/coinsurance)

Up to 28 pre-hospice counseling visits before electing hospice services; when elected, four 80-day periods - provided through a **participating** hospice program **only**; limited to dollar maximum that is reviewed and adjusted periodically (after reaching dollar maximum, member transitions into individual case management)

Home health care:

- must be medically necessary
- must be provided by a **participating** home health care agency 80% after in-network deductible 80% after in-network deductible

Infusion therapy:

- must be medically necessary
- must be given by **participating** Home Infusion Therapy (HIT) provider or in a **participating** freestanding Ambulatory Infusion Center (AIC)

• may use drugs that require preauthorization - consult with your doctor 80% after in-network deductible 80% after in-network deductible

Inpatient hospital benefits not covered

• Services that may be medically necessary but can be provided safely in an outpatient or office location; except when noted by other benefit coverage

• Services of physicians and surgeons not employed by the hospital

• Custodial care or rest therapy

• Psychological tests if used as part of, or in connection with, vocational guidance training or counseling

• Dental services. However, certain procedures may be payable as medical services if performed in a hospital because the

patient has a dental condition that is adversely affecting a medical condition such as:

- Bleeding or clotting abnormalities
- Unstable angina
- Severe respiratory disease
- Known reaction to analgesics, anesthetics, etc.
- Those procedures include:

- Alveoplasty
- Diagnostic X-rays
- Multiple extractions or removal of unerupted teeth
- Gingivectomy

Note: Medical records must verify the patient's concurrent hazardous medical condition.

• Services covered under any other Blue Cross Blue Shield contract or under any health care benefits plan

• Screening services

- Artificial and endodontic transplants and related services, including repair and maintenance of implants and surrounding tissue
- Those for care that is not considered acute, such as:
 - Observation
 - Dental treatment, including extraction of teeth, except as otherwise noted in this Certificate
 - Diagnostic evaluations
 - Lab exams
 - Electrocardiography
 - Weight reduction
 - X-ray, exams or therapy
 - Cobalt or ultrasound studies
 - Basal metabolism tests
 - Convalescence or rest care
 - Convenience items
- Those mainly for physical therapy, speech and language pathology services or occupational therapy; except when noted by other benefit coverage

Surgical services

Benefits In-Network Out-of-Network*

Surgery - includes related surgical services and medically necessary facility services by a **participating** ambulatory surgery facility 80% after in-network deductible 60% after out-of-network deductible

Presurgical consultations 100% (no deductible or copay/coinsurance) 60% after out-of-network deductible Voluntary sterilization for males **Note:** For voluntary sterilizations for females, see "**Preventive care services.**"

80% after in-network deductible 60% after out-of-network deductible

Human organ transplants Benefits In-Network Out-of-Network*

Specified human organ transplants - must be in a **designated** facility, and coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504) 100% (no deductible or copay/coinsurance) 100% (no deductible or copay/coinsurance) – in designated facilities **only** .

Bone marrow transplants - when coordinated through the BCBSM Human Organ Transplant Program (1-800-242-3504) 80% after in-network deductible 60% after out-of-network deductible

Specified oncology clinical trials

Note: BCBSM covers clinical trials in compliance with PPACA 80% after in-network deductible 60% after out-of-network

Deductible. Kidney, cornea and skin transplants 80% after in-network Deductible 60% after out-of-network deductible

Mental health care and substance abuse treatment

Note: Some mental health and substance abuse services are considered by BCBSM to be comparable to an office visit. When a mental health and substance abuse service is considered by BCBSM to be comparable to an office visit, you pay only for an office visit as described in your certificate or related riders. This means when these services are performed by an in-network provider, you will have no in-network deductible. You will be responsible for the flat-dollar member copay that applies to office visits. When these services are performed by an out-of-network provider, you will be responsible for your annual out-of-network deductible and the coinsurance amount that applies to covered out-of-network services.

Benefits In-Network Out-of-Network*

Inpatient mental health care and **Inpatient** substance abuse treatment 80% after in-network Deductible 60% after out-of-network deductible Unlimited days Outpatient mental health care

• Facility and clinic 80% after in-network deductible 80% after in-network deductible - in participating facilities **only**

• Physician's office 80% after in-network deductible 60% after out-of-network deductible

Outpatient substance abuse treatment - in approved facilities **only** 80% after in-network deductible 60% after out-of-network deductible (in-network cost sharing will apply if there is no PPO network)

Outpatient hospital benefits not covered

Autism Spectrum Disorders, diagnoses and treatment

Benefits In-Network Out-of-Network* Applied behavioral analyses (ABA) treatment when rendered by an approved board-certified behavioral analyst - is limited to a maximum of 25 hours of direct line therapy per week per member, through age 18

Note: Diagnosis of an autism spectrum disorder and a treatment recommendation for ABA services must be obtained

Schedule E-continued

by a BCBSM approved autism evaluation center (AAEC) prior to seeking ABA treatment. ABA and AAEC services are not available outside of Michigan. Not covered Outpatient physical therapy, speech therapy, occupational therapy, nutritional counseling for autism spectrum disorder Not covered Not covered Other covered services, including mental health services, for Autism Spectrum Disorder

Not covered

- Outpatient inhalation therapy
- Cardiac rehabilitation services that require less than intensive monitoring (EKGs) or supervision because the patient's endurance while exercising and management of risk factors are stable
- Sports medicine, pain management, patient education or home exercise programs

Other covered services

Benefits In-Network Out-of-Network*

Outpatient Diabetes Management Program (ODMP) **Note:** Screening services required under the provisions of PPACA are covered at 100% of approved amount with no in network cost-sharing when rendered by a network provider.

Note: When you purchase your diabetic supplies via mail order you will lower your out-of-pocket costs. 80% after in-network deductible for diabetes medical supplies; 100% (no deductible or copay/coinsurance) for diabetes self-management training

60% after out-of-network deductible

Allergy testing and therapy 100% (no deductible or copay/coinsurance) ffff60% after out-of-network deductible

Chiropractic spinal manipulation and osteopathic manipulative therapy \$20 copay per office visit 60% after out-of-network

Deductible Limited to a **combined** maximum of 24-visit maximum per member per calendar year

Outpatient physical, speech and occupational therapy - provided for rehabilitation 80% after in-network deductible

60% after out-of-network deductible

Note: Services at nonparticipating outpatient physical therapy facilities are not covered. Limited to a **combined** 60-visit maximum per member per calendar year

Durable medical equipment **Note:** DME items required under the provisions of PPACA are covered at 100% of approved amount with no in-network cost sharing when rendered by a network provider. For a list of covered DME items required under PPACA, call BCBSM. 80% after in-network deductible

Prosthetic and orthotic appliances 80% after in-network deductible

Private duty nursing 50% after in-network deductible

Physician and other professional benefits not covered

- Services covered under any other Blue Cross or Blue Shield contract or under any other health care benefits plan
- Self-treatment by a professional provider and services given by the provider to parents, siblings, spouse or children
- Services for cosmetic surgery when performed primarily to improve appearance
- Health care services provided by persons who are not legally qualified or licensed to provide them
- Dental care (except to treat accidental injuries or multiple extractions requiring hospitalization), unless otherwise noted as an included benefit

- Artificial and endodontic dental implants and related services, including repair and maintenance of implants and surrounding tissue, unless otherwise noted as an included benefit
- Weight loss programs
- Contraceptive devices and medications used for the express purpose of preventing pregnancy, unless otherwise noted as an included benefit
- Rest therapy or services provided to you while you are in a convalescent home, long, term care facility, nursing home, rest home or similar nonhospital institution
- Services, care, supplies or devices not prescribed by a physician
- Services provided during nonemergency medical transport
- Experimental treatment

Schedule E- continued

- Hearing aids or services to examine, prepare, fit or obtain hearing aids, unless otherwise noted as an included benefit
- Services to examine, prepare, fit or obtain eyeglasses or other corrective eye appliances, unless you lack a natural lens
- Hospital services, including services provided by hospital employees
- Drugs, medical appliances, materials or supplies or blood transfusions
- Any reversible or irreversible medical and/or dental services performed for diagnosis and/or treatment of temporomandibular joint (jaw joint) dysfunction, except for:

- Surgery directly to the temporomandibular joint (jaw joint)
- Diagnostic X-rays
- Arthrocentesis
- Physical therapy

Note: The above restriction applies to any condition causing the temporomandibular joint (jaw joint) dysfunction.

- Alternative medicines or therapies (such as acupuncture, herbal medicines and massage therapy)
- Cardiac rehabilitation services that do not require intensive monitoring (EKGs) or supervision because the patient's endurance while exercising and management of risk factors are stable
- Infertility services that do not treat a medical condition other than infertility This can include services such as:
 - Sperm washing
 - Post coital test
 - Monitoring of ovarian response to ovulatory stimulants
 - In vitro fertilization
 - Ovarian wedge resection or ovarian drilling
 - Reconstructive surgery of one or both fallopian tubes to open the blockage that causes infertility
 - Diagnostic studies done for the sole purpose of infertility assessment
 - Any procedure done to enhance reproductive capacity or fertility

Note: You or your physician can call us to determine if other proposed services are a covered benefit under your Certificate.

- Sports medicine, pain management, patient education (except as otherwise specified) or home exercise programs
- Screening services (except as otherwise stated)
- Those for which you legally do not have to pay or for which you would not have been charged if you did not have coverage under your Certificate
- Those available in a hospital maintained by the state or federal government, unless payment is required by law
- Those payable by government, sponsored health care programs, such as Medicare, for which a member is eligible. These services are not payable even if you have not signed up to receive the benefits provided by such programs. However, care and services is payable if federal laws require the government, sponsored program to be secondary to this coverage.
- Any services not listed in your Certificate as being payable

Schedule E- continued

Blue Preferred Rx® Prescription Drug Coverage

Specialty Pharmaceutical Drugs - The mail order pharmacy for **specialty drugs** is Walgreens Specialty Pharmacy, LLC, an independent company. Specialty prescription drugs (such as Enbrel® and Humira®) are used to treat complex conditions such as rheumatoid arthritis. These drugs require special handling, administration or monitoring. Walgreens Specialty Pharmacy will handle mail order prescriptions only for specialty drugs while many retail pharmacies will continue to dispense specialty drugs (check with your local pharmacy for availability). Other mail order prescription medications can continue to be sent to Medco. (Medco is an independent company providing pharmacy benefit services for Blues members.) A list of specialty drugs is available on our Web site at **bcbsm.com**. Log in under "I am a Member." If you have any questions, please call Walgreens Specialty Pharmacy customer service at 1-866-515-1355. We will not pay for more than a 30-day supply of a covered prescription drug that BCBSM defines as a "specialty pharmaceutical" whether or not the drug is obtained from a **90-Day Retail Network provider** or mail-order provider. We may make exceptions if a member requires more than a 30-day supply. BCBSM reserves the right to limit the initial quantity of select specialty drugs. Your copay will be reduced by one half for this initial fill (15 days).

Member's responsibility (copays)

Note: Your prescription drug copays, including mail order copays, are subject to the **same** annual out-of-pocket maximum required under your medical coverage. The following prescription drug expenses will not apply to your annual out-of-pocket maximum:

- any difference between the Maximum Allowable Cost and BCBSM's approved amount for a covered brand name drug
- the 25% member liability for covered drugs obtained from an out-of-network pharmacy

Note: If your prescription is filled by any type of network pharmacy, and you request the brand-name drug when a generic equivalent is available on the BCBSM MAC list and the prescriber did not write "Dispensed as Written" (DAW) on the prescription, you must pay the difference in cost between the brand-name drug dispensed and the maximum allowable cost for generic *plus* the applicable copay. 90-day retail network pharmacy

*Network mail order provider Network pharmacy (not part of the 90-day network

Non-network pharmacy

Tier 1 –

Generic or select prescribed over-the counter drugs 1 to 30-day period

\$7 copay *plus* an additional 25% of BCBSM approved amount for the drug

84 to 90-day period \$7 copay No coverage No coverage

Tier 2 –

Formulary (preferred) brand-name drugs 1 to 30-day period

\$35 copay \$35 copay \$35 copay \$35 copay *plus* an additional 25% of BCBSM approved amount for the

Drug 84 to 90-day period \$35 copay No coverage No coverage

Tier 3 –

Nonformulary (nonpreferred) brand-name drugs 1 to 30-day period \$70 copay *plus* an

additional 25% of BCBSM approved amount for the drug 84 to 90-day period \$70 copay No coverage No coverage

Note: Over-the-counter (OTC) drugs are drugs that do not require a prescription under federal law. They are identified by BCBSM as select prescription drugs. A prescription drug for the select OTC drug is required from the member's physician. In some cases, over-the-counter drugs may need to be tried before BCBSM will approve use of other drugs.

* BCBSM will not pay for drugs obtained from non-network mail order providers, including Internet providers.

Features of your prescription drug plan

BCBSM custom formulary

A continually updated list of FDA-approved medications that represent each therapeutic

Schedule E-continued

class. The drugs on the list are chosen by the BCBSM Pharmacy and Therapeutics Committee for their effectiveness, safety, uniqueness and cost efficiency. The goal of the formulary is to provide members with the greatest therapeutic value at the lowest possible cost.

- **Tier 1 (generic)** - Tier 1 includes generic drugs made with the same active ingredients, available in the same strengths and dosage forms, and administered in the same way as equivalent brand-name drugs. They also require the lowest copay, making them the most cost-effective option for the treatment.

- **Tier 2 (preferred brand)** - Tier 2 includes brand-name drugs from the Custom Formulary. Preferred brand name drugs are also safe and effective, but require a higher copay.

- **Tier 3 (nonformulary brand)** - Tier 3 contains brand-name drugs not included in Tier 2. These drugs may not have a proven record for safety or as high of a clinical value as Tier 1 or Tier 2 drugs. Members pay the highest copay for these drugs.

Drug interchange and generic copay waiver BCBSM's drug interchange and generic copay waiver programs encourage physicians to prescribe a less-costly generic equivalent.

If your physician rewrites your prescription for the recommended generic or OTC alternate drug, you will only have to pay a generic copay.

Prescription Drugs Not Covered

Any contraceptive medications and devices, whether over-the-counter or FDA-approved or not, regardless of

the reason they were prescribed or their intended use, unless otherwise noted as an included benefit

Therapeutic devices or appliances including, but not limited to, hypodermic or disposable needles and syringes

when not dispensed with a covered injectable drug, insulin or self-administered chemotherapeutic drugs

Drugs prescribed for cosmetic purposes

The charge for any prescription refill in excess of the number specified by the prescriber or any refill dispensed

one year after the prescriber's prescription order

Any vaccine given solely to resist infectious diseases

Administration of covered drugs (e.g., injections)

Non-self-administered injectable drugs

More than a 30-day supply of a covered drug. We may make exceptions for certain maintenance drugs or for

drugs whose minimal package size prevents a 30-day supply from being dispensed (e.g., inhalers)

More than 12 doses of an impotence drug in a 30-day period unless otherwise noted or excluded. If you have a

BCBSM mail order drug program, no more than 36 doses in a 90-day period
More than the quantities and doses allowed per prescription of select drugs by BCBSM, unless the prescribing physician obtains preauthorization from BCBSM. A list of drugs that may have quantity and/or dose limits is available at the BCBSM Web site at bcbsm.com.
Any drug we determine to be experimental or investigational
Any covered drug entirely consumed at the time and place of the prescription
Anything other than covered drugs and services

Schedule E- continued

Diagnostic agents
Any drug or device prescribed for uses or in dosages other than those specifically approved by the Federal Food and Drug Administration. This is often referred to as the off - label use of a drug or device.
Some chemotherapeutic drugs may be subject to prior authorization review.
Drugs that are not labeled FDA-approved, except for state - controlled drugs and insulin, or such drugs the BCBSM designates as covered
Covered drugs or services dispensed to a member when such services are benefits under other Blue Cross and Blue Shield certificates
Drugs or services obtained before the effective date of this contract, or after the contract ends
Nonpreferred co - branded drugs, unless they are preauthorized
Claims for covered drugs or services submitted after the applicable time limit for filing claims
Support

OPTICAL COVERAGE

Frequency Fashion Plan

Exam Once every 12 months
Eyeglasses (frames and spectacle lenses) Spectacle Lenses Once every 24 months
Frame Once every 24 months
Contact Lenses (in lieu of Eyeglasses) Once every 24 months

Covered Service In-Network Benefits

Exam \$0.00 Copayment

Eyeglasses

Frames

Collection Frame (in lieu of Allowance for a Non-Collection Frame)
Fashion Frame Collection \$0.00 Copayment Designer Frame Collection \$15 Copayment
Premier Frame Collection \$40 Copayment Non-Collection Frame \$68.00 Allowance
Spectacle Lenses (per pair) Single Vision Lenses \$0.00 Copayment
Bifocal Lenses \$0.00 Copayment Trifocal Lenses \$0.00 Copayment
Lenticular Lenses \$0.00 Copayment

Contact Lenses (per pair) Collection Contact Lenses (in lieu of Allowance for a Non-Collection Lens) Not Applicable Non-Collection Contact Lenses \$150.00 Allowance
Medically Necessary Contact Lenses (with prior approval) Not Applicable
Contact lens evaluation, fitting and follow-up care Not Applicable

All Ranges of Prescriptions and sizes Included

Oversize Lenses Included

Choice of Glass or Plastic Lenses Included

There is an additional cost for the following Lens Options; other lens options, powers and frames may require an additional cost.

Lens Options (per pair)

Glass-Grey #3 prescription sunglass lenses Included
Fashion, sun and gradient tinted plastic lenses Included
Ultraviolet Coating \$15 Copayment
Polycarbonate Lenses Either Paid in full or \$35 Copayment
Blended Segment Lenses \$20 Copayment
Intermediate Vision Lenses \$30 Copayment
Standard Progressive Lenses \$65 Copayment

Schedule E-continued

Premium Progressive Lenses \$105 Copayment
Scratch Resistant Coating Included
Plastic Photosensitive Lenses \$70 Copayment
Polarized Lenses \$75 Copayment
Standard Anti-Reflective (AR) Coating \$40 Copayment
Premium Anti-Reflective (AR) Coating \$55 Copayment
Ultra Anti-Reflective (AR) Coating \$69 Copayment
Photochromic Glass Lenses \$20 Copayment
Hi-Index Lenses \$60 Copayment

Covered Service Out-of-Network Benefits

Exam \$30 Reimbursement

Eyeglasses

Frames \$30 Reimbursement
Spectacle Lenses (per pair)
Single Vision Lenses \$25 Reimbursement
Bifocal Lenses \$35 Reimbursement
Trifocal Lenses \$45 Reimbursement
Lenticular Lenses \$60 Reimbursement

Contact Lenses (per pair – in lieu of eyeglasses)

Soft, Standard, Daily Wear, Disposable, Planned Replacement and Specialty \$75 Reimbursement

Medically Necessary Contact Lenses (with prior approval) \$225 Reimbursement
Polycarbonate lenses are covered in full for dependent children, monocular patients, and patients with prescriptions $\geq \pm 6.00$ diopters.

Exam or Eye Examination includes (but is not limited to)-

- Case history - chief complaint, eye and vision history, medical history;
- Entrance distance acuities;
- External ocular evaluation including slit lamp examination;
- Internal ocular examination;
- Tonometry;
- Distance refraction - objective and subjective;
- Binocular coordination and ocular motility evaluation;
- Evaluation of pupillary function;
- Biomicroscopy;
- Gross visual fields;
- Assessment and plan;
- Advising the Member on matters pertaining to vision care;
- Form completion - school, motor vehicle, etc.; and
- A Dilated Fundus Examination (DFE) (diagnostic procedure used in the detection and management of diabetes, glaucoma, hypertension and other ocular and/or systemic diseases) when professionally indicated.

In-Network Providers that do not display the frame Collection, or have the contact lens Collection available will apply the Allowance towards non-collection frame or non-collection contacts.

Ancillary Product Discount

A Member will receive up to a 20% courtesy discount from most In-Network Providers. This discount applies to the purchase of items that the Policy either does not cover or which you are currently not eligible for. No additional discounts are available at Wal-Mart or Sam's Club locations.

Schedule E-continued

DENTAL COVERAGE

ADN Administrators, Inc.

P.O. Box 610

Southfield, MI 48037

248-901-3705

East Detroit Public Schools Dental Benefits Plan Group #9554

The Plan-at-a-Glance-PPO Networks: ADN Dental Network, Michigan Dental Plan, DenteMax
Maximum Benefits Plan year Jan 1 through Dec 31

Annual Maximum \$1,500 per eligible individual for covered class I, II and III services.

Oral Examinations Twice per plan year

Bitewing X-Rays Once per plan year

Prophylaxis (Cleaning) Twice per plan year

Topical Application of Fluoride Twice per plan year

Full Mouth Series or Panoramic X-Rays Once per 60 months

All Other X-Rays or Space Retainers Once per area per lifetime, up to age 19

Periodontal Maintenance Twice per plan year

Composite and Amalgam fillings** Once per tooth surface per 12 months

Root Canal Therapy

Periodontal Root Planing Once per quadrant per 24 months

Periodontal Surgery Once per quadrant per 36 months

Oral Surgery and Extractions

General Anesthesia or IV Sedation Medically necessary and with covered oral surgery

Denture Repair and Adjustment

Denture Reline or Rebase Once per 36 months, per arch

Inlays, Onlays, Crowns** Once per permanent tooth in 60 months

Complete and Partial Removable Dentures** Once per arch per 60 months

Fixed Partial Dentures (Bridges)** Once per arch per 60 months

Addition of Teeth to Partial Dentures

Sealants

Orthodontics

Implants and Restorations over implants

TMJ/TMD Treatment

Occlusal Guards

Deductible – None

Missing Tooth Clause – None

12 Month Billing Limitation

Waiting Periods – None

COB – Standard

**Composite, porcelain and ceramic not covered for posterior teeth, alternate benefit applies

**Prosthetics are considered on seat/delivery date

****Note – Quotes of benefits do not constitute a guarantee of payment. Covered benefits may have limitations or exclusions affecting plan payment. Refer to plan booklet for additional coverage details and limitation. Predetermination is strongly encouraged for all nonemergency dental treatment exceeding \$250.00 in charges. The treatment plan should be submitted to ADN prior to beginning any treatment.**

Signature Page

EAST DETROIT PUBLIC SCHOOLS, MACOMB COUNTY, MICHIGAN, BY:

Craig-Brozowski, President_____

Karren Borsa, Secretary_____

Charley Jackson, Vice President

Julie DeVita, Treasurer

Jon Gruenberg, Trustee

Margaret Podsiadlik, Trustee

Deena Trocino, Trustee

THE EAST DETROIT EDUCATIONAL SECRETARIES ASSOCIATION NEGOTIATIONS TEAM BY:

Mary Jane Sonck, President_____

Kelly Basoukeas, Chief Steward_____

Christine Morey Vice President

Wendy Evans, Negotiations Committee Member

BOARD NEGOTIATIONS TEAM BY:

Jack Bauman, Director of Human Resources_____

Pamela Fry, Elementary School Principal